

From: Falvey, John F (DOT) <john.falvey@alaska.gov>

Sent: Mon 6/15/2020 5:39 PM

To: DOT AMHS All Vessels dot.all.vessels@alaska.gov ; DOT AMHS All Aurora dot.all.aurora@alaska.gov ; DOT AMHS All Employees dot.amhs.all.employees@alaska.gov

Subject: Outside Employment Ethics Disclosuer - Due July 1st

All AMHS Employees,

Please see the below information regarding Outside Employment Ethics Disclosures..

Also , please send all completed waiver forms to my Assistant, Vendula Cadiente for processing, and after my review, my office will forward them on to the Ethics Supervisor for final review.

Please send all completed waiver forms to... vendula.cadiente@alaska.gov

Thank you,
Captain Falvey

From: Pannone, Dom M (GOV) <dom.pannone@alaska.gov>

Sent: Monday, June 15, 2020 7:45 AM

To: DOT All Staff <DOT.all.staff@alaska.gov>

Subject: Outside Employment Ethics Disclosuer - Due July 1st

All Department Employees,

If you are compensated for work in addition to your state employment, the Alaska Executive Branch Ethics Act requires that you report your outside employment by July 1 of each year to your designated ethics supervisor.

Reports are made on the Outside Employment or Services Notification form. It may be filled out online and then printed for signature. You can also fill it out by hand. You can find the form at http://www.law.state.ak.us/pdf/ethics/FORM_OutsideEmploy.pdf.

Employee Responsibilities: When completing the form, list any job with another employer, work as an independent contractor, or any work for or income from a business you own. Please also report volunteer services if you receive any form of compensation or reimbursement, such as per diem or travel expenses. You must describe - **in detail** - the employer or volunteer work being performed, and the days/times engaged in the outside or volunteer work performed.

Even if you reported the same work last year, you must submit another annual disclosure. The law requires a report each year, whether a change occurs.

If your outside job duties are the same or similar to your State service, or if you will be dealing with people or entities with whom you deal or may deal as part of your official duties, you must explain why no potential conflict exists between your outside employment and your official duties. If a potential conflict exists, you must refrain from taking any action until it is approved by your designated ethics supervisor. See AS 39.52.210.

Note: "Incompatible or in conflict" means: 1) Takes time away from an employee's official duties; 2) Limits the scope of the employees official duties; or 3) Is otherwise incompatible or in conflict with the proper discharge of the employee's official duties. See 9 AAC 52.090.

Volunteer: You must also report any volunteer or non-compensated work or services outside your state employment if there is any possibility that the work might conflict with your official state duties. In case of doubt, be on the safe side: disclose it.

Independent Contractor or Consultant: you must provide a list of my clients and attach it to the form.

A handout answering “Frequently Asked Questions” about these requirements is available here:
<http://www.law.state.ak.us/doclibrary/ethics/EthicsFAQ.html>

Supervisor Responsibility: Supervisors are responsible for the following:

- 1) Ensuring the form is complete and provides sufficient information and detail for the Ethics Supervisor to make a determination on compatibility or conflict of interest. This may require requesting additional information or clarification from the employee.
- 2) Prior to recommending approval, review consider whether or not:
 - a. Whether the activity will take time away from your official duties.
 - b. Whether the activity inappropriately limits what you can do in your state job without triggering a conflict.
 - c. Other circumstances *suggesting* an incompatibility or conflict with the job (contact HR with any questions on “suggest” or “perceived” as creating a conflict of interest).
- 3) Attach reasons for disapproval.
- 4) Follow your Division/Regions process on submittal to the Designated Ethics Supervisor.

Designated Ethics Supervisor’s Responsibility: As the designated ethics supervisor, you review each employee’s disclosure to make sure the reported outside activity is compatible with the employee’s state job. *Refer to the Designated Ethics Supervisor Handbook, Section III(B) for a full list of responsibilities.*

DOT&PF Designated Ethics Supervisors:

- Deputy Commissioner John Binder, (Statewide Aviation, Alaska International Airport System, Airport Leasing, Measurement Standards and Commercial Vehicle Compliance, State Equipment Fleet, Facility Services)
- Deputy Commissioner Rob Carpenter, (AMHS, Statewide Administrative Services, Civil Rights and Internal Review, Program Development, Commissioner’s Office and Statewide Design & Engineering Services)
- Director Lance Mearig, (Southcoast Region)
- Director Wolfgang Junge, (Central Region)
- Director Ryan Anderson, (Northern Region)

Due date: July 1st, 2020

Please consult your chain of command with any questions on completing the form.

Thank you for your attention on this requirement.

Respectfully,
Dom Pannone
Administrative Services Director *for* DOT&PF

